

MPO Agreement & Invoicing Process

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Office of Policy Planning**

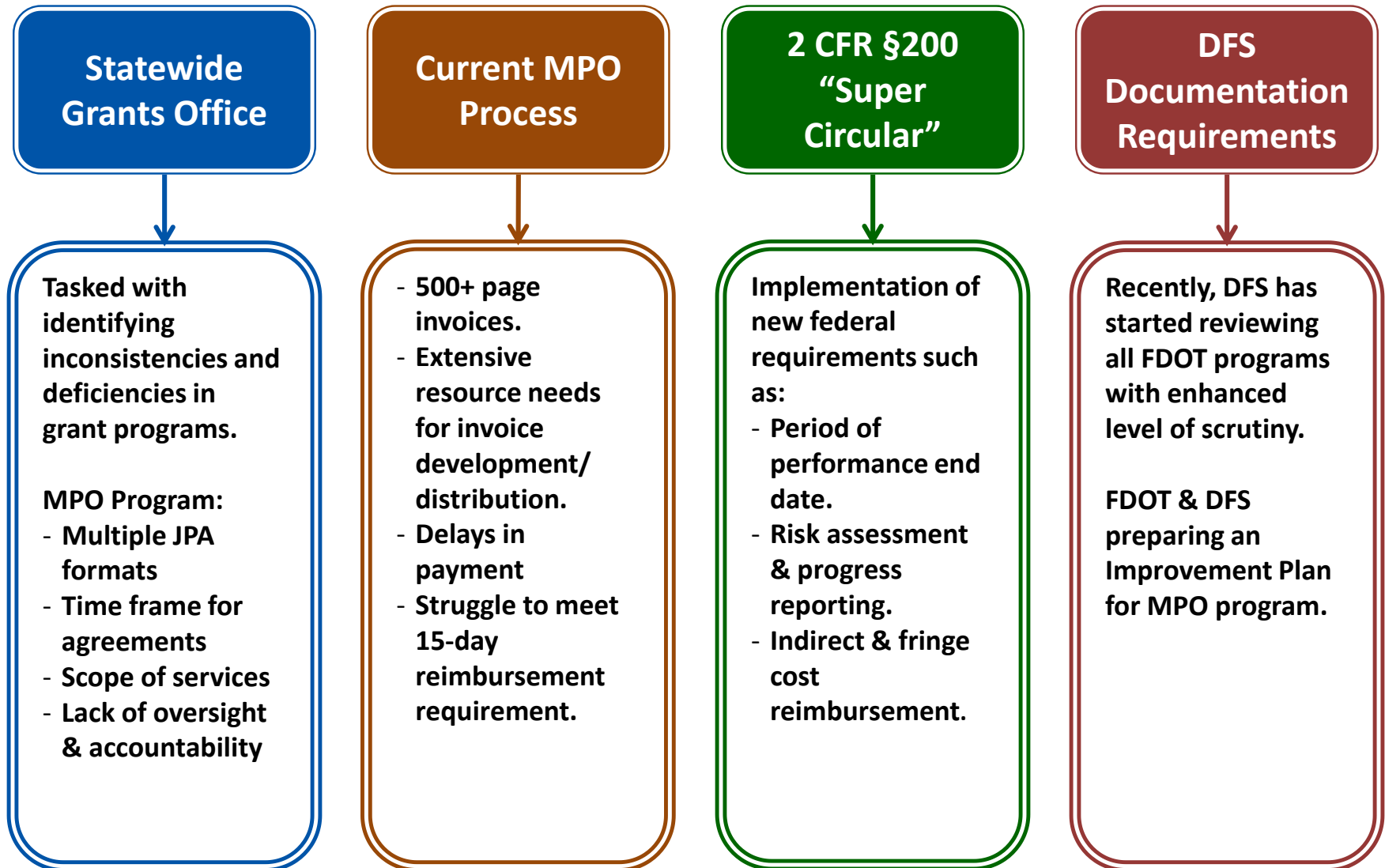
**FDOT/FHWA/FTA/MPO Video Conference
November 19, 2015**

Agenda

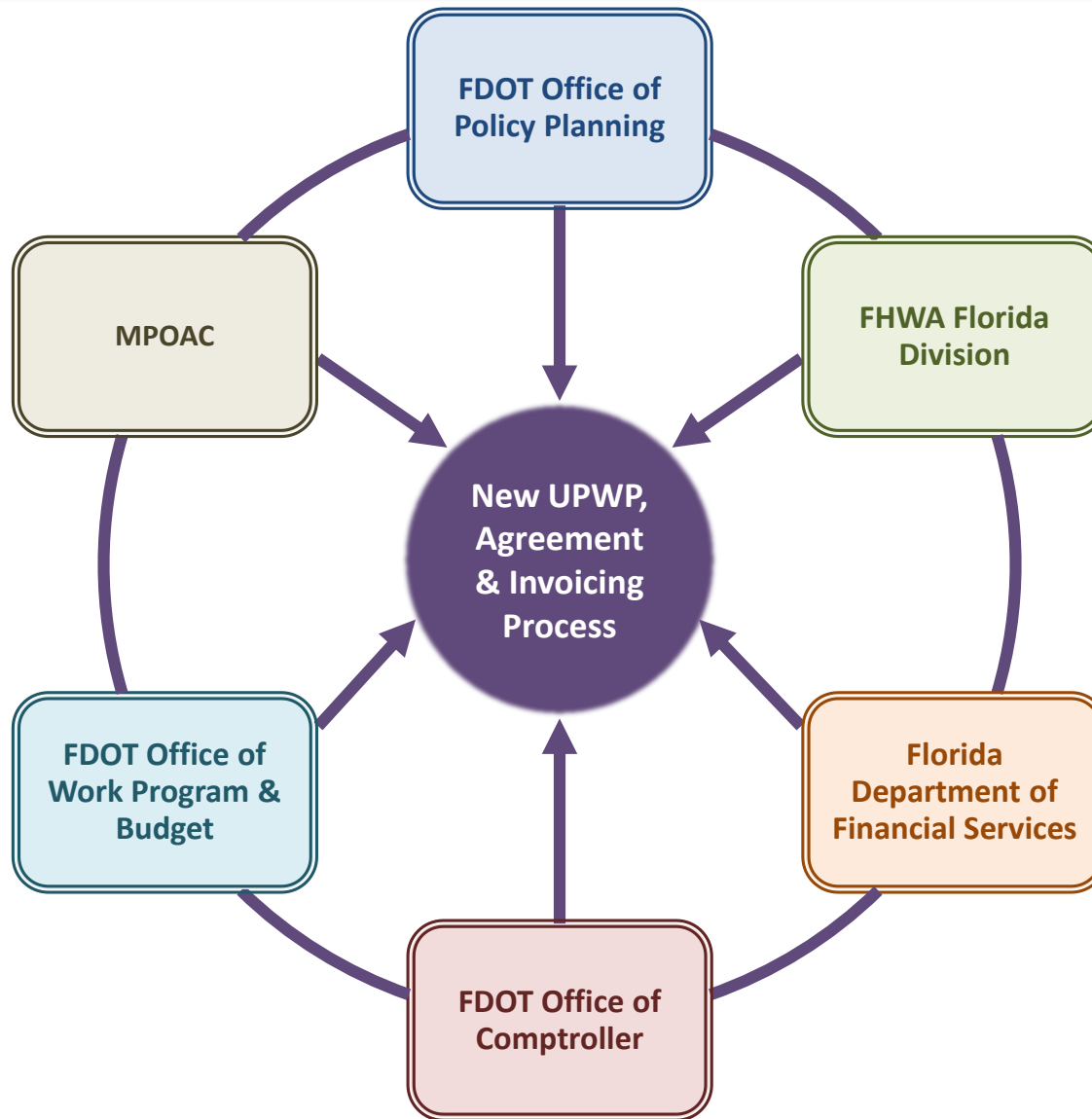
- Background
- Overview of Processes and Changes
 - UPWP
 - MPO Agreement
 - Work Program & Encumbering
 - Invoicing
 - Monitoring
- Training
- Implementation

Background

How We Got Here

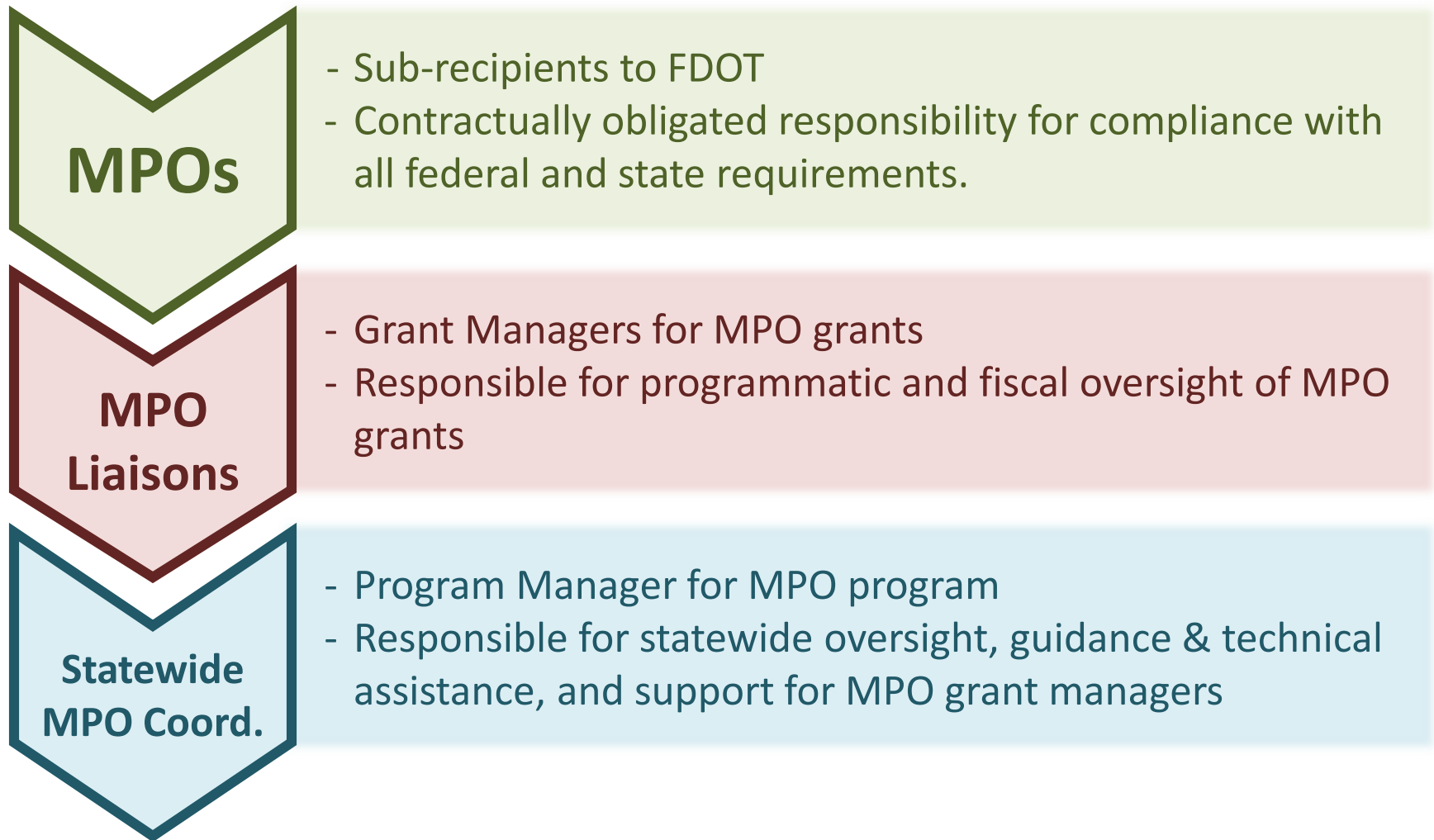


Process Development



Overview of Process and Changes

Roles & Responsibilities



Clarifying Points

- “Agreement” means the contract between the Department and the MPO for the provision of financial assistance to the MPO for completion of the metropolitan transportation planning tasks described in the UPWP.
- Moving forward...
 - The following changes are only applicable to FHWA fund sources (i.e. PL, SU, etc.) being provided to the MPO for metropolitan planning purposes.
 - The following improvements will take effect on July 1, 2016.

- UPWP must include **all** federal and matching fund sources being used for metropolitan planning purposes (23 CFR §450.308).
- Each UPWP task shall be supported by a budget detail and cost analysis (216.3475, F.S. & CFO Memo No. 02 (2012-2013)).
- Appendices (if applicable):
 - Required indirect cost supporting documentation
 - Resolution with travel rates (if different than state rates)

UPWP Budget Detail & Cost Analysis

- Required for *each task* in the UPWP
- Must be submitted with UPWP amendments

UPWP Requirements will be discussed in greater detail in December (GoToWebinar – announcement coming shortly).

UPWP TASK NO. 1.1 ESTIMATED BUDGET DETAIL

Budget Category	Direct Organizational Support Expenses	FHWA (PL)	FTA Sec. 5305	State FTA MATCH	Local FTA MATCH	Trans Disadv	Totals
Personnel Services:	Salaries (100% effort)	\$65,733	\$13,146	\$3,760	\$3,760	\$0	\$86,399
	Fringe Benefits	\$9,667	\$3,000	\$0	\$0	\$0	\$12,667
	Subtotals:	\$75,400	\$16,146	\$3,760	\$3,760	\$0	\$99,066
Professional Services:							
	Staffing Services	\$16,274	\$3,000	\$0	\$0	\$0	\$19,274
	Contract/Consultant Services	\$32,960	\$6,592	\$0	\$0	\$0	\$39,552
	Attorney Services	\$14,800	\$1,960	\$0	\$0	\$0	\$16,760
	Accounting/Auditing Services	\$14,800	\$1,960	\$0	\$0	\$0	\$16,760
	Subtotals:	\$78,834	\$13,512	\$0	\$0	\$0	\$92,346
Operating Expenses:							
	Office Building: Lease	\$3,360	\$840	\$0	\$0	\$0	\$4,200
	Office Building: Repair and Maintenance	\$1,594	\$398	\$0	\$0	\$0	\$1,992
	Office Building: Insurance	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Office Building: Utilities	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Office Equipment: Lease	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Office Equipment: Repair and Maintenance	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Communication Expense	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Office/Operating Supplies	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Postage and Freight	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	In-house Copying and Printing	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Printing and Binding Services	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Advertising, Education, Event Registration Fees	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Awards	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Books, Publications, Subscriptions, Memberships	\$1,588	\$396	\$0	\$0	\$0	\$1,984
	Subtotals:	\$24,010	\$5,990	\$0	\$0	\$0	\$30,000
Travel:							
	Travel, in accordance with §112.061, Florida Statutes	\$7,200	\$1,440	\$0	\$0	\$0	\$8,640
	Vehicle Allowance	\$2,556	\$512	\$0	\$0	\$0	\$3,068
	Subtotals:	\$9,756	\$1,952	\$0	\$0	\$0	\$11,708
	Grand Totals:	\$188,000	\$37,600	\$3,760	\$3,760	\$0	\$233,120

COST ANALYSIS AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES

CERTIFICATION:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

District MPO Liaison (Grant Manager) Name

Signature

Date

UPWP Amendments & Modifications

- Amendments will be required for revisions that:
 - Change the approved **FHWA-funded** budget (i.e. PL, SU, etc.).
 - Change the scope of the FHWA funded work task(s).
 - Add or delete a work task.
- Amendments must be supported by a budget detail and cost analysis.
- Continue to use the UPWP Revision Form for both amendments & modifications.

MPO Agreement

- 2-year MPO Agreement
 - Effective dates align with the UPWP cycle.
 - Next agreement period: July 1, 2016 – June 30, 2018
 - Remains a cost reimbursement agreement, although with different documentation requirements (see Invoicing & Fiscal Monitoring slides).
- Will address all new federal contracting requirements (2 CFR §200).
- UPWP will act as the scope of services.
 - Agreement will capture all **FHWA** funds in UPWP.
 - Separate agreements & invoices will continue to be required for FTA funds, Transportation Disadvantaged funds, etc.

Work Program & Encumbering

- All FHWA funds that the MPO receives from FDOT for planning purposes must be programmed on the MPO's UPWP item segment.
 - Phase should be 14 – Planning Grant
 - Different fund sources (PL, SU) will receive different sequence numbers.
 - End result: 27 FPN's for 27 MPO's
- Different fund sources will be encumbered on separate lines.

Invoicing

- Continue to submit either quarterly or monthly invoices.
- Invoices will be based on UPWP tasks.
- Each invoice (monthly/quarterly) must consist of the task-based invoice, a budget narrative, and a progress report.
 - FHWA: quarterly progress reports
- Supporting documentation not required for submittal with invoice.
 - Supporting documentation must be prepared and retained by the MPO for 5 years and must be made available to FDOT upon request.

Invoicing

1-Jan-2017

Invoice No. FHWA-G0101-2

Invoice Period: October 1, 2016 - December 31, 2016
Contract No. G0101, Amendment No. 1, Modification 3
Financial Project No. 425668-1-14-01

Bill To:	Unified Planning Work Program Task	2016/17 Task Budget	Previous Payments	Current Amount Due	Remaining Balance
Florida Department of Transportation Office of Policy Planning 605 Suwannee Street Tallahassee, FL 32399 Phone (850) 414-4800 Fax: (850) 414-4899 planning@dot.state.fl.us	1.1 Direct Organizational Support	\$ 188,000.00	\$ 30,000.00	\$ 29,000.00	\$ 129,000.00
	1.2 Unified Planning Work Program	4,000.00	500.00	47.13	3,452.87
	1.3 Public Involvement & Outreach Program	17,000.00	15,928.00	-	1,072.00
	1.4 Equipment and Resource Purchase	28,000.00	11,000.00	11,000.00	6,000.00
	1.5 Regional Coordination	22,000.00	472.89	8,276.15	13,250.96
	1.6 Transit Program Management & Support	8,000.00	2,221.27	3,488.33	2,292.40
	2.1 Congestion Management, ITS & Data Development	22,000.00	-	16,000.00	6,000.00
	2.2 ETDM Process	2,500.00	192.83	42.61	2,264.56
	3.1 Long Range Transportation Plan (LRTP)	20,000.00	-	17,624.00	2,376.00
	3.2 Transportation Improvement Plan (TIP)	8,000.00	-	7,200.00	800.00
	3.3 Freight & Goods Movement Planning	5,000.00	89.00	100.00	4,811.00
	4.1 Special Projects & Studies	10,000.00	10,000.00	-	-
	4.2 Bicycle Pedestrian & Multi-Purpose Pathway Planning	23,000.00	23,000.00	-	-
	4.4 (a) Administrative & Planning Consultant Services - Staff	20,000.00	2,243.99	4,755.14	13,000.87
	4.4 (b) Administrative & Planning Consultant Services - Consultant	970,671.00	87,000.00	87,000.00	87,000.00
	4.5 (a) Your County Complete Streets Initiative - Staff	15,000.00	1,888.32	2,194.98	2,194.98
	4.5 (b) Your County Complete Streets Initiative - Consultant	50,000.00	40,000.00	-	10,000.00
	Totals:	\$ 1,413,171.00	\$ 224,536.30	\$ 186,726.34	\$ 1,001,908.36

Invoice Total: **\$186,726.34**

Your Regional MPO

1234 Main Street Parkway East
Your Town, Florida 32399-0004

Tel (777) 555-1212
Fax (777) 555-2121

I certify that I have reviewed the attached invoice, supporting documentation, and/or costing methodologies and that:
• The requested reimbursements are for actual costs incurred;
• The reimbursement is in compliance with the provisions of the agreement;
• Supporting documentation is on file and available for review upon request.

District MPO Liaison (Grant Manager) Name: _____ Date: _____

Signature: _____

The new MPO agreement & invoicing requirements will be discussed in greater detail at a later date.

FHWA-PL FUNDED UPWP TASK NO. 1.1 – DIRECT ORGANIZATIONAL SUPPORT QUARTERLY EXPENDITURE REPORT AND 2016/17 BUDGET NARRATIVE

ACT BUDGET E CATEGORY	CONTRACT BUDGET DESCRIPTION	CONTRACT AMOUNT	TOTAL PREVIOUS CONTRACT EXPENSES	TOTAL ACTUAL CURRENT EXPENSES
Services				
Planning Administrator	100% salary effort & fringe benefits	\$ 23,338.50	\$ 3,000.00	\$ 3,000.00
	100% salary effort & fringe benefits	\$ 23,338.50	\$ 3,000.00	\$ 3,000.00
	100% salary effort & fringe benefits	\$ 23,338.50	\$ 3,000.00	\$ 3,000.00
	100% salary effort & fringe benefits	\$ 23,338.50	\$ 3,000.00	\$ 3,000.00
	Subtotal	\$ 93,554.00	\$ 12,000.00	\$ 12,000.00
Services				
stant Services	Administrative Assistant rate is \$13.55 per hour; overtime rate at time and a half (1.5) is \$20.33 per hour Engineering Services at \$103.00 per hour lump sum	\$ 12,500.00	\$ 3,252.00	\$ 3,252.00
	\$125.00 per hour and direct expense charges (i.e. photocopying, filing fees, postage/freight, process service)	\$ 12,500.00	\$ 3,075.00	\$ 2,225.00
	Accountant Services at \$50.00 per hour	\$ 12,500.00	\$ 2,500.00	\$ 0
	Subtotal	\$ 50,000.00	\$ 9,277.00	\$ 5,927.00

QUARTERLY PROGRESS REPORT OCTOBER – DECEMBER 2016

MILESTONES	Timetable for Milestones			
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
<ul style="list-style-type: none"> Prepared 1st Quarterly Progress Report for work performed from July through September 2016. Created a new spreadsheet to transfer balance of contracts for FY 2017 PL funds. Monitored projects and advised of scheduled non-compliance, as appropriate. Updated grant charts showing all contracts status. Prepared reimbursement requests for previous quarter. Prepared/distributed MPO Preliminary Agenda two weeks prior to meeting date. Prepared/distributed MPO Final Agenda packages with supporting documentation that included resolutions one week prior to meeting date. Provide MPO Board and their staff with a written briefing of the MPO Agenda prior to the meeting date. Prepare minutes and resolutions for the MPO meetings. Advertised public hearing items in The New Press fourteen days prior to meeting date. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Amendment to FY 2017 PL funds adopted by MPO Board and approved by FDOT District and FHWA. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Continued staff support to Transportation Planning Council (TPC) by providing the agenda with supporting documents one week prior to meeting date, and the preliminary TPC Agenda, two weeks prior to meeting date. Attended and provided the staff support at the October and December TPC meetings. Prepared the TPC minutes and resolutions for the October and December meetings. Prepared agenda and provided staff support for the October and November TPTAC meetings. Using staff input, finalized and submitted to federal docket, the M-D MPO's comments on the Metropolitan Transportation Planning Notice of Proposed Rulemaking (NPRM). Attended AMPO National Policy Committee Meeting and Legislative Sessions at the annual AMPO Conference. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Fiscal Monitoring

- Fiscal monitoring by the MPO Liaison will take place every six months.
 - MPO must provide supporting documentation for all invoices in previous six months for MPO Liaison review.
 - MPO Liaison will review a sample of the documentation for necessity, reasonableness, and allowability.
 - Further guidance will be provided on this review.
- Additional monitoring:
 - OIG, Single Audit

Fiscal monitoring will be discussed in greater detail, with training provided, at a later date.

Training & Implementation

Presentations

- Executive Workshop – November 18, 2015
- Work Program Managers – December 2015
 - Will be incorporating new direction into Work Program Instructions
- Federal Aid Coordinators – January 2016
- Financial Services Offices Statewide Meeting – May 2016

Roll-Out, Training, & Deadlines

- New requirements will take effect on **July 1, 2016.**
- MPOs must take the new requirements into account as they build and adopt new UPWPs for 2016/17 – 2017/18.
 - Adoption deadline remains May 15, 2016.
- First review of MPO supporting documentation will occur in January 2017.
 - Technical support will be provided from Central Office to Districts.

Roll-Out, Training, & Deadlines

- Training will be conducted in modules over the next six months:
 - UPWP Requirements – December 2015
 - New Agreement & Invoicing Process – February 2016
 - Work Program & Encumbering – March 2016
 - Fiscal Monitoring – March 2016
- Two opportunities for in-person training:
 - January – District site visits
 - May 5 (tentative): FDOT/FHWA/FTA/MPO Statewide Meeting
- Additional training: FCCM Training **(Required)**

Florida Certified Contract Manager Training

- **Only applicable to state employees**
- **Required** for all grant managers responsible for contracts in excess of \$100,000 (215.971, Florida Statutes); **includes MPO Liaisons and Liaison Administrators.**
- Training held by Department of Management Services and Department of Financial Services.
 - DMS/DFS developing a plan for implementation of the training across the state.

Contact information for all of the MPO Liaisons has been provided to the training team. DMS/DFS will be inviting each of the Liaisons when training is available in their area. **MPO Liaisons must make every effort to attend this training when it becomes available.**

Next Steps: MPO Agreement

- Central Office General Counsel is developing the MPO agreement for distribution to Districts & MPOs in December.
- MPOs will be expected to terminate existing agreements effective June 30, 2016, and execute new agreements effective July 1, 2016.
 - Remaining funds will be unencumbered from existing agreement and encumbered to new agreement.
- Result: one agreement per MPO for all FHWA funds for metropolitan planning (PL, SU, etc.).
- **Further instruction – forthcoming.**

Questions & Discussion